



**CITY OF SAN DIEGO  
PROMOTIONAL OPPORTUNITY  
Open To Current City of San Diego Employees Only**

**#P1645 SENIOR COMMUNICATIONS TECHNICIAN**

**\*SALARY: \$4341 to \$5202, Monthly**

**\*APPLY: FIRST DATE: June 6, 2003**

**LAST DATE: June 25, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

**EXPERIENCE:** One year of full-time, journey-level Communications Technician experience with the City of San Diego. Qualifying experience must include troubleshooting and repair experience at the component level.

**LICENSES:**

1. A valid F.C.C. General Radiotelephone Operator License is **required at time of application.** (You must submit a copy of your license.)
2. A valid California Class C Driver's License is **required at the time of hire.**

**\*DUTIES:** Design, construct, install, test, adjust, and maintain fixed, mobile and portable VHF, UHF and microwave radio communication transmitters and receivers, including: radio pagers; radar speedmeters; digital and logic circuitry; microprocessor controller devices, automatic receiver selectors, and remote control consoles. Develop technical data and/or documentation; assist in performing surveys on radio coverage, microwave paths, co-channel interference intermodulation probability, Cable TV System performance, and antennae selection/placement; design and construct components or systems; lead and advise staff on installation and maintenance tasks and provide guidance in the more complex repairs; assist in planning, scheduling and conducting training of new/current maintenance procedures; review maintenance practices and standards to improve methods; operate shop test equipment including oscilloscopes, frequency counters, signal generators, wattmeters, frequency and deviation monitors, electronic AC level meters, acoustic sound level meters, frequency-synthesized signal generators, and other microwave base-band test equipment; perform other related duties as assigned.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one** category eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, candidates will be contacted by the hiring department for an interview.

SMS/November 3, 1995/\*Rev. 2 (06-06-03)/Class 1859

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**